

MANAGEMENT MEMO

NUMBER:

MM 04-04

SUBJECT:

**AMERICAN EXPRESS TRAVEL PAYMENT SYSTEM CONTRACT
EXTENSION**

DATE ISSUED:

January 30, 2004

EXPIRES:

January 31, 2005

REFERENCES:

Supersedes Management Memo 02-01 Issued January 11, 2002

ISSUING AGENCY:

DEPARTMENT OF GENERAL
SERVICESExtension of
AMEX Agreement

This Management Memorandum announces the extension of the Department of General Services (DGS) Travel Payment System contract with American Express (AMEX). The term of this contract is extended through January 31, 2005.

Contract
Overview &
Information

American Express offers centrally billed accounts for airlines; rail and car rental via the Business Travel Account (BTA) and individual travel charge cards for state travelers. American Express provides consolidated travel management information used by DGS to monitor state travel. Contracting with American Express allows the state to extend its travel budget by negotiating the lowest rate available from travel suppliers due to coordinated efforts from DGS, American Express, and multiple travel agencies.

Contract Benefits

American Express captures the majority of the state's travel data so that the data collected may be used to negotiate lower airfares and rental car rates based on the state's travel volume. Additionally, by using the American Express card, the state receives special government rates at lodging establishments as well as the waiver of local hotel occupancy taxes when local ordinances permit. American Express cards give employees the flexibility to arrange last minute travel, pay for tickets, and make airline changes en route with no additional charges.

Additional Travel
Related
Resources

DGS and American Express jointly produce the California Government Travel Guide. The travel guide assists state employees in selecting lodging, meeting planning services and business traveler assistance and can be found at: www.catravelsmart.com. Additional travel program information may be found on the Department of General Services, Office of Fleet Administration website at www.ofa.dgs.ca.gov.

DGS Contact

For further information, contact:
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Original signed by William J. Jefferds, Ed.D.
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STATE ADMINISTRATIVE MANUAL

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